

# GOVERNMENT OF THE DISTRICT OF COLUMBIA



## **MEMORANDUM**

**TO:** Adrian M. Fenty, Mayor  
Dan Tangherlini, City Administrator

**FROM:** Kevin Donahue, CapStat Director

**DATE:** November 27, 2007

**SUBJECT:** Action Items from Vacant Property CapStat Session 11.27.07

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On November 27, 2007, Mayor Adrian M. Fenty conducted a **CapStat Accountability Session on vacant properties**. This memo identifies specific action items committed to during the session.

### **Department of Consumer and Regulatory Affairs**

1. Take the lead on developing a cross-agency strategy for improving and accelerating the city's response to vacant properties and moving them to productive use. Include the following elements in the strategy:
  - a. Accelerating movement to Class 3 tax rate
  - b. Legislative, operational, and policy plans**(Jointly with the Office of the City Administrator (OCA). Deadline: January 4, 2008)**
2. Convey to the OCA the average cycle time from identifying a vacant property to registering it for a higher tax rate. **(Deadline: January 4, 2008)**
3. Revise metrics and business processes to include a customer-focused resolution timeframe to customer complaints. When creating new measures:
  - a. Include timeframes for demolition
  - b. Include BCIB timeframes to move cases through system**(Deadline: January 4, 2008)**

### **Office of Tax and Revenue**

4. Convey to the OCA the average length of time that a vacant property remains vacant, after it is taxed at the higher rate. **(Deadline: January 4, 2008)**
5. Convey to the OCA how many of the Class 3 properties have been paying their full taxes? **(Deadline: January 4, 2008)**
6. Convey to the OCA the number (or percent) of properties that are vacant but were granted exemptions to the Class 3 tax rate. **(Deadline: January 4, 2008)**

### **Office of the Chief Technology Officer**

7. Integrate DCRA services into the city's workflow system/Hansen system **(Deadline: To be determined)**

### **Department of Housing and Community Development**

8. Identify timeframes, by property, for moving DHCD vacant properties into productive use **(Deadline: January 4, 2008)**
9. As part of the strategy in Action Item #1, propose ways to expedite movement of 256 DHCD properties to productive use. **(Deadline: January 4, 2008)**

**Office of Property Management**

10. Identify timeframes, by property, for moving OPM vacant properties into productive use (**Deadline: January 4, 2008**)

**Office of Planning**

11. As part of the strategy in Action Item #1, provide recommendations on how we would include the nuisance and vacant properties into a broader planning strategy that would include properties both privately and publicly owned. (**Deadline: January 4, 2008**)

**Please send the follow up information and reports to Bradley Hicks in the Office of the City Administrator.**

**Anticipated follow-up CapStat: Early January 2008**